



Thursday, September 19, 2024

Admissions Policy

MBTU's admission policy is the result of a carefully considered process that involves collaboration between all our departments, and institutional leadership. The criteria for admission are developed to align with the specific objectives of each program and course. To ensure that program and course objectives are clear, MBTU employs a rigorous curriculum development process. This process includes regular reviews to ensure that objectives are well-defined and aligned with industry standards and student outcomes. Faculty members play a critical role in defining and updating these objectives based on the latest academic and professional trends.

MBTU is committed to transparency and compliance with all regulatory requirements. We provide comprehensive information about program objectives, costs, faculty qualifications, and expected outcomes through multiple channels, including our website, catalog, and during the admissions process. Additionally, students receive detailed information during their admissions interview, ensuring they fully understand the program's expectations and how it aligns with their goals. This approach ensures that all students are well-informed and that the programs they choose are a good fit for their academic and professional aspirations.

Admissions Decisions

MBTU's admission process for both undergraduate and graduate programs is designed to ensure that students are well-suited for the programs they enroll in and are capable of completing them successfully. We do not require standardized tests such as the GRE or GMAT. Our admissions process involves a comprehensive interview with each prospective student, conducted by the Admissions Coordinator.

During this interview, the Coordinator carefully assesses whether the student's academic background, career goals, and program of interest align. For graduate programs, particular emphasis is placed on the student's employment history, especially if it is related to the area of study. This discussion provides valuable insights into the student's readiness for advanced study and their potential to benefit from the program.

This personalized approach allows us to admit students who are not only academically capable but also have a clear sense of how the program aligns with their professional aspirations. By focusing on the individual's unique qualifications and experiences, rather than solely on standardized test scores or GPA, we believe we can better identify students who will thrive in our programs.

Admission Procedures

1. **Reception and Handling of Inquiries:** The Admissions Coordinator is responsible for receiving and handling all inquiries from prospective students through various established communication channels, such as email, phone, and online forms. This includes:

Monitoring Channels: Overseeing and managing the established communication channels to ensure that all inquiries are received and answered in a timely manner.

Responding to Inquiries: Providing clear and accurate answers to prospective students' questions, ensuring that all required information is provided efficiently.

2. **Provision of Information:** The Admissions Coordinator will provide prospective students with detailed information about various important aspects, including:

Program: Detailed description of the programs offered, including objectives and duration.

Costs: Information about tuition fees, additional costs, and financing or scholarship options.

Requirements: Admission requirements, including necessary documentation.

Schedule: Details about class schedules and academic calendar.

Others: Any other relevant information that may affect the prospective students' decision. The coordinator will follow the Admissions Policy to ensure that the information provided is consistent and accurate.

3. **Review of Documentation:** The Admissions Coordinator will review all documentation submitted by applicants to ensure it meets the detailed requirements outlined later, including:

Document Verification: Ensuring that all required documents are complete and correct.

Compliance Evaluation: Evaluating whether the documents meet MBTU's admission criteria.

Age Verification: Confirm that the applicant is over 18 years old, ensuring that they are not of compulsory school age.

4. **Interview:** The coordinator will conduct a detailed interview with each prospective student, which will include:

Academic Evaluation: Review of the student's academic background to ensure it aligns with the program's requirements.

Professional Goals: Discussion of the student's professional goals and how they align with the offered program.

Work Experience (for graduate programs): Analysis of the student's work experience, especially if related to the field of study, to assess their preparedness for advanced studies. This thorough evaluation provides a comprehensive view of the candidate's preparation and potential to benefit from the program.

5. **Internal Communication:** After the interview and document review, the Admissions Coordinator will internally inform the Registrar's Office about the admission decision regarding the applicant, sending the documentation presented by the applicant.

6. **Credential Review:** The Registrar's Office reviews transcripts and degrees.

Domestic Applicants: Validates the authenticity of transcripts and degrees.

International Applicants: Validates translations and equivalency of the degree obtained abroad according to the academic level required by the program.

7. **Notification to the Applicant:** Following the validation of transcripts and degrees, Student Services will send formal notifications to applicants regarding their admission status, whether acceptance or rejection. For accepted applicants, the communication will include the next steps to complete registration, along with relevant information about the University. For rejected applicants, detailed reasons for the rejection will be provided. The university offers up to three additional opportunities for applicants to correct or complete the necessary documentation or, if preferred, to reapply in future admissions cycles.

8. **Preparation of the Enrollment Agreement:** Once the applicant has been accepted, the Admissions Coordinator will prepare the enrollment agreement. This document will be drafted in both English and Spanish, in compliance with the requirements established by CIE, and will be sent to the student via DocuSign.

Agreement Signature: The student must carefully review the Enrollment Agreement, which provides a detailed description of the rights, responsibilities, and obligations of both the student and the institution. The agreement must be signed by the student in both languages within three days of receipt to formalize acceptance. Once signed, the agreement is automatically received by the university and filed by the Registrar's Office. Simultaneously, a copy of the signed agreement is sent to the student's email, ensuring that both parties have a formal record of the commitment.

Admission Requirements

Bachelor and Associate

- A completed signed and dated application form.
- Evidence of language proficiency (if the student's native language is different from the language of the program they are enrolling in).
- Government issued picture identification.
- High School diploma or GED and official High School transcripts. Failure to meet this requirement will result in a possible start for the following semester.
- Foreign Transcripts and Diplomas must be evaluated and translated by a member of the Association of International Credential Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the credentials to credentials awarded by institutions in the United States.

Master

- A completed signed and dated application form.
- Evidence of language proficiency (if the student's native language is different from the language of the program they are enrolling in).

- Government issued picture identification.
- College/ University Degree Copy.
- College/ University Official Transcripts.
- Foreign Transcripts and Diplomas must be evaluated and translated by a member of the Association of International Credential Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the credentials to credentials awarded by institutions in the United States.

Admissions Disclaimer

- Prospective undergraduate students must have obtained a high school diploma, GED, or provide proof of post-secondary education. All foreign transcripts must be translated into English and submitted for Foreign Credential Evaluation (FCE). For graduate students, a bachelor’s degree is required. Foreign transcripts must be translated into English and submitted for Foreign Credential Evaluation (FCE).
- After a student is admitted by the Admissions Coordinator, if the Registrar finds that any of the documents submitted by the student do not meet the required standards and the student is unable to address the issue, the Registrar reserves the right to deny admission to the program.


Language Disclaimer

- The university's website and advertising material will be available in Spanish and English for those who require it. Educational resources such as the virtual library will have content available in Spanish and English. Completing a course or program in a language other than English may reduce employability where English is required.
- For applicants whose first language is not Spanish, evidence of Spanish language proficiency must be provided. The university accepts official tests which conform to the Common European Framework of Reference for Languages (CEFR) such as the DELE or SIELE exams and certify a B2 proficiency level or higher. Proficiency exams which certify levels equivalent to a CEFR level of B2 may also be considered.

*** MBTU does not enroll compulsory school-aged students (18 years or older only).**

Application Fee

MBTU establishes a one-time nonrefundable application fee of \$120 for all students who wish to register.

 Application Fee	
Program	Cost
Associate	\$120.00
Bachelor	\$120.00
Master	\$120.00